



CITY OF EDINA

4801 50th Street West, Edina, MN 55424-1394

Building Inspections Division

(952) 826-0372 FAX (952) 826-0389 TDD (952) 826-0379

www.edinamn.gov/building

PERMIT NUMBER

HERITAGE LANDMARK
CASE NUMBER

for office use only

Building Permit Application

PRINT OR TYPE APPLICATION

Site Information

Address _____ Suite/Unit number _____

Lot _____ Block _____ Subdivision _____

Tenant/Building name _____

Year structure built _____

Work Description

Proposed starting date _____ Completion date _____

☐ 1 New ☐ 2 Addition ☐ 3 Alteration ☐ 3 Remodel ☐ 4 Repair ☐ 4 Replace

☐ Single Family Detached

☐ 3&4 Family Residential

☐ Recreation/Amusement

☐ Private School

☐ Single Family Attached

☐ 5 & More Residential

☐ Grade/Fill/Excavate Only

☐ Church/Religious Bldg

☐ Residential Garage/Addn

☐ Office/Warehouse

☐ Demolition Single Family

☐ Hospital/Institutional Bldg

☐ Residential Addition/Porch

☐ Restaurant

☐ Demolition 2 Family

☐ Antenna/Tower/Dish/Etc.

☐ Residential Deck/Shed

☐ Office/Bank/Professional

☐ Demolition 3&4 Family

☐ Other Nonresidential Bldg

☐ Reroof

☐ Retail Store

☐ Demolition 5&More Family

☐ Pools

☐ Interior Remodel

☐ Hotel/Motel

☐ Other Demolition

☐ City Owned

☐ Basement Finish

☐ Parking Garage/Ramp

☐ Industrial Building

☐ Heritage Landmark District

☐ 2 Family Residential

☐ Service Station/Repair Garage

☐ Public School

☐ Retaining Wall

Job Description _____

Construction Type _____ Occupancy Classification _____ Fire Sprinklered ☐ Yes ☐ No

Project Valuation

Applicant is

☐ Owner

☐ Contractor

☐ Designer

Contractor Information

Company name _____ Contact name _____

Address _____ City _____ State _____ Zip _____

Phone _____ Cell _____ Email _____

Contractors License # _____ ☐ _____ Lead Certification # _____ ☐ ☐ _____

Designer Information

Company name _____ ☐ Architect ☐ Engineer ☐ Designer

Address _____ City _____ State _____ Zip _____

Contact person name _____ MN License/Registration # _____

Phone _____ Cell _____ Email _____

COMPLETE APPLICATION ON REVERSE SIDE

Owner Information

Name _____

Address _____

City _____ State _____ Zip _____

Phone _____ Cell _____ Email _____

Applicant Signature

I hereby apply for a permit and attest to the following:

All information on this application is complete and accurate.

All work will comply with Edina City Code and Minnesota State Building Code. (permits expire 180 days after last inspection date)

I understand this is an application only, not a permit. Work will not start without an approved permit.

All work will be done according to plans approved by the City of Edina when approved plans are required.

Erosion and sediment control, when applicable, will be installed before starting work.

Existing grades and drainage will not be altered without approved grading/drainage plans and schedule.

*Effective **July 1, 2015**: Tree Protection Plan required per **Ordinance No. 2014-25**.

Applicant's signature _____ Date _____

Applicant's printed or typed name _____

Owner/Applicant Statement - To be completed only when the homeowner is the permit applicant

I understand the State of Minnesota requires residential contractors, residential remodelers and residential roofers be licensed to work in the State unless they qualify for a specific exemption from the licensing requirements. By signing this statement, I certify that I am building or improving this dwelling myself. I claim to be exempt from state licensing requirements because I am not in the business of building on speculation or for resale. I certify I have not built or improved any other residential structures in the State within the past twenty-four months. I also acknowledge that, because I do not have a state license, I forfeit any mechanic's lien rights to which I may otherwise have been entitled under MS 514.01.

I further acknowledge I may be hiring independent contractors to perform certain aspects of the improvements on this dwelling, and I understand some of these contractors may be required to be licensed by the State. I understand unlicensed residential contracting, residential remodeling and residential roofing activity is a misdemeanor under Minnesota law, and I forfeit my rights to reimbursement from the Contractors Recovery Fund in the event any contractors I hire are unlicensed.

Homeowner's signature _____ Date _____

Homeowner's typed or printed name _____

Contact the Minnesota Department of Labor and Industry to determine if a contractor is licensed or exempt or to check on contractor status. Metro 651-284-5005, Outstate: 1-800-342-5354 or www.dli.mn.gov and follow links to License Lookup

Approvals

for office use only

Building Inspections Dept
By _____ Date _____

Engineering Dept
By _____ Date _____

Planning Dept/Heritage Preservation Board
By _____ / _____ Date _____ / _____

Health Dept
By _____ Date _____

Fire Dept
By _____ Date _____

Public Works Dept
By _____ Date _____

Fees

for office use only

Permit fee ☐ Yes ☐ No _____

Plan review fee ☐ Yes ☐ No _____

State surcharge ☐ Yes ☐ No _____

Contractor license fee ☐ Yes ☐ No _____

Investigation fee ☐ Yes ☐ No _____

SAC fee ☐ Yes ☐ No _____ # of units _____

Sewer assessment ☐ Yes ☐ No _____

Water assessment ☐ Yes ☐ No _____

Sewer REC ☐ Yes ☐ No _____ # of units _____

Water REC ☐ Yes ☐ No _____ # of units _____

Cash Escrow (\$2,500) ☐ Yes ☐ No _____

TOTAL _____

CONSTRUCTION MANAGEMENT PLAN FOR

<hr/> Project Name & Site Address Number

QR Code

(For Office Use Only)
<hr/> Permit Number

The construction on this site will follow normal industry and City accepted construction methods for a project of this type. Specific items of concern will be addressed as noted below. Any references to start date or duration of specific items are estimated and included only for reference. Construction management plans can also be found at: www.EdinaMN.gov

The undersigned hereby acknowledges that they are responsible for complying with the below conditions.

Signature of Contractor

Date

Site Contractor: _____

Address: _____

Phone: _____

Email Address: _____

The estimated construction start date is _____.

The estimated completion date is _____.

Sec. 10-110. Permit Requirements. Unless otherwise specifically provided the following are required for both demolition permits and building permits. Demolition and Building Permit are defined as follows:

Demolition: The removal or destruction of more than fifty percent (50%) of the area of the exterior walls of a single or two family dwelling unit.

Building Permit: A permit to construct a new single or two family dwelling unit.

(I) The applicant must furnish the City with a certificate of insurance evidencing the following required coverage:

Commercial general liability, including XCU coverage:

Bodily Injury:	\$1,000,000 each occurrence
	\$1,000,000 aggregate products and completed operations
Property Damage:	\$1,000,000 each occurrence
	\$1,000,000 aggregate

Comprehensive Automobile Liability (owned, non-owned, hired):

Bodily Injury:	\$1,000,000 each occurrence
	\$1,000,000 each accident
Property Damage:	\$1,000,000 each occurrence

The minimum insurance coverage must be maintained until six (6) months after the demolition has been completed or, if a new dwelling is being constructed, a certificate of occupancy has been issued. The City must be named as an additional insured.

- (2) *Cash escrow.* The applicant must furnish the City a cash escrow of Two Thousand Five Hundred (\$2,500) Dollars. A single escrow is required for both a demolition permit and building permit. The City may draw on the cash escrow to reimburse the City for the repair of damage to public property or to remedy permit violations. If the City draws on the cash escrow, upon the City's demand the permit holder must deposit in escrow additional funds to restore the escrowed amount to Two Thousand Five Hundred (\$2,500) Dollars. The cash escrow must remain in place until the work under the permit for which the escrow was made has been completed.
- (3) *Soils investigation report and shoring plan.* Based upon soil types, topography, the location of adjacent structures and other pertinent information, the Building Official shall determine if a soils investigation report and/or shoring plan is necessary. If the Building Official determines that a soils report is necessary, the applicant shall have a soil report prepared and signed by a licensed professional soil scientist or licensed professional engineer. If the building official determines a shoring plan is necessary, the applicant must provide detailed plans to ensure that adjacent property will not be damaged by reducing lateral support for driveways, foundations, fences or lawns caused by excavation, demolition or construction activity. The report must be approved by the Building Official. The permit holder must adhere to the approved plan(s).
- (4) *Existing condition of property.* Before a permit is issued, the Building Official must photograph the existing condition of the property, curbs, sidewalks, streets, boulevard and trees adjacent to the property.
- (5) *Written notification of demolition.* For a demolition permit, at least fifteen (15) calendar days before demolition commences, the permit holder must provide written notification to all property owners within three hundred (300) feet of the demolition site notifying the property owners of the proposed demolition and building plans, if applicable, and invite them to a neighborhood meeting. The neighborhood meeting must be held at least five (5) days before demolition commences. A sign must also be posted on the demolition site at least five (5) days before demolition commences identifying the nature of the demolition, the permit holder, a contact name and phone number, and the site address. The sign must also provide a City phone number to call with any questions, complaints or concerns. The dimension of the sign must be between five (5) and six (6) square feet. The sign and the content of the sign must be visible from the street. The sign must be kept in place until the completion of demolition.
- (6) *Signage of construction.* For a building permit, a sign must be posted on the permit site at least five (5) days before construction commences identifying the nature of the construction, the permit holder, a contact name and phone number, and the site address. The sign must also provide a City phone number to call with any questions, complaints or concerns. The dimension of the sign must be between five (5) and six (6) square feet. The sign and the content of the sign must be visible from the street. The sign must be kept in place until a certificate of occupancy has been issued.
- (7) *Stormwater and erosion control plans.* For a building permit, the applicant must submit stormwater and erosion control plans prepared and signed by a licensed professional engineer. The plans must be approved by the City Engineer and the permit holder must adhere to the approved plans. The stormwater management plan must detail how stormwater will be controlled to prevent damage to adjacent property and adverse impacts to the public stormwater drainage

system. The erosion control plan must document how proper erosion and sediment control will be maintained on a continual basis to contain on-site erosion and protect on and off-site vegetation. Permit holder must protect all storm drain inlets with sediment capture devices at all time during the project when soil disturbing activities may result in sediment laden storm water runoff entering the inlet. The permit holder is responsible for preventing or minimizing the potential for unsafe conditions, flooding, or siltation problems. Devices must be regularly cleaned out and emergency overflow must be an integral part of the device to reduce the flooding potential. Devices must be placed to prevent the creation of driving hazards or obstructions.

Sec. 10-III. Permit Standards for Both Demolition Permits and Building Permits.

- (a) The permit holder must comply with the State Building Code, State Statutes and the City Code, including articles III, VI, VII and XVII of this Chapter.
- (b) Deliveries of equipment and material to the site, work crews on site and construction and demolition activity are prohibited except between the hours of 7:00 a.m. and 7:00 p.m. Monday through Friday and 9:00 a.m. and 6:00 p.m. on Saturday. Work is prohibited on Sundays and Holidays.
- (c) The permit holder must repair any damage to public property, streets, and sidewalks. If damage occurs to the foregoing, it must be repaired within three (3) working days after the damage occurs, unless the permit holder has received written permission from the Building Official to delay repairs to a later specified date.
- (d) The permit holder must maintain a five-foot (5') parking setback from driveways and a thirty-foot (30') parking setback from intersections. When parking on a street, a vehicle must be completely located on the street surface, parallel to and within twelve (12) inches of the curb. Vehicles in violation of these requirements may be towed in accordance with Minnesota Statutes § 168B.035. On street parking of equipment other than licensed motor vehicles is prohibited. Stopping, standing or parking a vehicle is prohibited, except when necessary to avoid conflict with other traffic or in compliance with the directions of a police officer or traffic control device, in any of the following places:
 - 1. On a boulevard between the sidewalk and roadway;
 - 2. Within five (5) feet of the intersection of any public or private driveway or alley with any street or highway;
 - 3. Where the vehicle will block a fire escape or the exit from any building;
 - 4. Where temporary signs prohibit parking.

Parking is allowed on local streets if a twelve-foot (12') wide area is open for the traveled portion of the road. On collector and arterial roadways, a minimum of twenty-two feet (22') must be open for the traveled portion of the road. Off-street and off-site parking for on site workers is required to the extent practicable.

Police officers, community service officers, parking monitors and the Residential Redevelopment Coordinator of the City shall be responsible for enforcing the parking requirements and parking regulations of this Section.

- (e) The permit holder must install and maintain a rock entrance pad or its equivalent at each location where vehicles enter or exit the construction site, at locations approved by the Building Official.
- (f) The site must be maintained in a neat and orderly condition. Prior to leaving the construction site at the end of each day, the permit holder must remove empty cans, paper, plastic and other material that is not needed for construction from the site or deposit them in a dumpster. The permit holder must keep streets, sidewalks, boulevard areas and adjacent properties clean from waste, materials or refuse resulting from operations on the site. Inoperable equipment and equipment not being used on the site must be removed within twenty four (24) hours after it becomes inoperable or is no longer in use. Where work on any project lies within areas of pedestrian traffic or vehicular traffic, the project area must be cleaned and swept and all materials related to the project must be stockpiled in appropriate areas. Debris must be contained on the project site. No material may be deposited or stockpiled on the public streets, boulevards, sidewalks or adjacent property. At the end of each working day, the permit holder must remove any soil, trash or debris that washed or was deposited on any public sidewalk or street and must remove any trash or debris that washed or was deposited on any adjacent property.
- (g) Dust control is the responsibility of the permit holder. As weather permits, materials subject to demolition shall be thoroughly dampened with water so as to prevent dust. The permit holder must eliminate dust problems immediately upon receiving notice from the Building Official that there is a dust problem.
- (h) No building material, temporary sanitary facilities, dumpster or equipment may be placed within street right-of-way, or on a sidewalk. Motor vehicles may not be parked or stopped on a sidewalk. Public sidewalks must be left open and unobstructed at all times.
- (i) Prior to commencing demolition, protective fencing approved by the Building Official must be installed around boulevard trees and trees that will not be removed.

Sec. 10-112. Stop Work Orders.

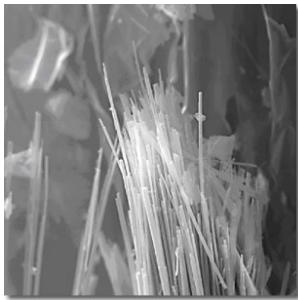
If the Building Official finds any work being performed in a dangerous or unsafe manner or that is in violation of the provisions of the permit, City Code or the State Building Code, the Building Official may issue a stop work order. The stop work order must be in writing and issued to the permit holder or the person doing the work. Upon issuance of a stop work order, the cited work must immediately cease. The stop work order must state the reason for the order and the conditions under which the cited work will be permitted to resume.

Sec. 10-113. Misdemeanor.

Violations of this Section or of the terms of approval of a permit issued under this Section are a misdemeanor.

What is asbestos?

Asbestos is a group of naturally occurring minerals whose crystals form into long, thin fibers. It has been used in thousands of products because of its unique properties, Such as high tensile strength, flexibility, acoustical qualities, and resistance to thermal, chemical, and electrical conditions. If inhaled, asbestos can cause diseases such as lung cancer, mesothelioma and asbestosis.



What common products contain asbestos?

Asbestos has been used in more than 3,600 different products, including, but not limited to, spray-on ceiling and wall texture, fireproofing, plaster, pipe coverings, floor tile, linoleum, duct wrap, boiler insulation, attic insulation, ceiling tile, sheetrock and sheetrock compounds, floor and wall mastics, roofing felt, concrete pipes and exterior siding.

Asbestos products are still being manufactured and imported into the United States. All suspect materials regardless of age must be assumed to be asbestos-containing until they are tested.

How do I know if I have asbestos?

The only way to determine if you have asbestos is to have samples of suspect building materials collected and submitted for analysis. Asbestos inspections must be performed by an asbestos inspector certified by the Minnesota Department of Health (MDH). The inspection should be conducted prior to beginning any renovation or demolition activity. Bulk samples of suspect materials must also be collected in accordance with the Environmental Protection Agency (EPA) sampling protocol. This can be found in 40 CFR 763.86

Asbestos in materials can be identified only by using a microscope. The laboratory conducting the analysis must be accredited by the National Institute of Science and Technology (NIST) through the National Voluntary Laboratory Accreditation Program (NVLAP) or participate in the asbestos bulk analysis program of the American Industrial Hygiene Association (AIHA).

When are inspections required?

All buildings, regardless of age or construction type, must be inspected for asbestos before any renovation or demolition activity begins. This is a requirement under the Minnesota Department of Labor and Industry (DLI) and the Minnesota Pollution Control Agency (MPCA).

What if the inspector finds asbestos in an area that will be renovated or demolished?

The response action depends upon the type and amount of asbestos found, whether the material will be disturbed and whether or not the asbestos-containing material (ACM) is friable or nonfriable. MDH defines friable as material that contains more than one percent (1%) asbestos and, when dry, can be crumbled, pulverized or reduced to powder by hand pressure or mechanical forces.



- In a commercial property, if more than 160 square feet, 260 linear feet, or 35 cubic feet of ACM is disturbed, the project is regulated.
- In a residential property (single family or less than five units), if more than 6 square feet, 10 linear feet or 1 cubic foot of ACM is disturbed, it is also regulated.

If the amount of material impacted is expected to exceed these amounts, a licensed asbestos contractor is required.

Can I remove asbestos myself?

Due to the multi-agency involvement with asbestos abatement regulation, specific questions about removal projects should be directed to the Asbestos and Lead Compliance Unit of MDH.



Are all commercial and public buildings covered by the MDH asbestos regulations? What about residential buildings?

All buildings within the state of Minnesota where material contains more than 1% asbestos and exceeds the regulated amounts are covered by the regulations. This also includes exterior work.

The only differences would be in the work practices that must be followed.

My building is new and I do not believe it contains asbestos. Do I still need to have it inspected?

Some asbestos materials have been banned from use and installation, whereas other asbestos materials are still used. All suspect materials must be assumed to be asbestos-containing until they are tested, regardless of the age of the property.

Whom do I have to notify when I renovate a building that contains asbestos?

For commercial properties where the ACM to be disturbed is expected to exceed the regulated amounts, the licensed abatement contractor must submit a Notification of Intent to Perform Asbestos Removal to MDH at least five (5) calendar days in advance. In addition, a Notification of Demolition or Renovation form must be submitted to the MPCA at least ten (10) working days in advance of the project start date.

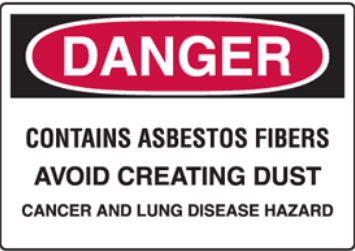
For residential properties, single family homes or multi-family residences properties where the ACM to be disturbed is expected to exceed the regulated amounts, a Notification of Intent to Perform Asbestos Removal must be submitted to MDH at least five (5) calendar days in advance.

My building does not contain asbestos and will be demolished. Do I still need to notify the state?

The MPCA must be notified of all building demolitions at least ten (10) days in advance, even if asbestos is not present. In addition, local municipalities may require a permit to conduct the demolition.

What will happen if I fail to comply with these regulations?

Failure to comply with these requirements may result in enforcement, including corrective actions and penalties. Both the building owner and the contractor share the responsibility of making sure these requirements are met.



Where can I get a list of inspectors, licensed contractors and necessary forms?

All the information can be obtained by calling MDH at 651-201-4620 or by visiting our website at:

[MDH Asbestos](#)

For more information, please contact:



Minnesota Department of Health
Environmental Health Division
Indoor Environments & Radiation Section
Asbestos & Lead Compliance Unit

Freeman Building
625 Robert Street North
P.O. Box 64975
St. Paul, MN 55164-0975

Phone: 651-201-4620
Toll Free: 888-345-0823
Fax: 651-201-4606

Ver 6.2 December 2014

Before you
renovate or
demolish...



Information you
must know about
state and federal
requirements
regarding asbestos.





CITY OF EDINA

4801 West 50th Street, Edina

Building Inspections Department

(952) 826-0372 FAX: (952) 826-0389 TDD: (952) 826-0379

www.edinamn.gov

DEMOLITION / MOVING PERMIT

PERMIT NUMBER

HERITAGE LANDMARK

CASE NUMBER

For office use only

PRINT OR TYPE APPLICATION

Site Information

Address _____ Suite/Unit # _____

Lot _____ Block _____ Subdivision _____

Tenant/Building name _____

☐ Demolition Description ☐ Move Description

Proposed starting date _____ Completion Date _____

Structure(s) being demolished/moved _____

Valuation

(Moving permit cost is \$212.00)

Applicant is

☐ Owner

☐ Contractor

Contractor Information

Company name _____ MN Contractors License # _____

Address _____ City _____ State _____ Zip _____

Contact person name _____ Phone _____

Cell _____ Fax _____ Email _____

Owner Information

Name _____

Address _____

City _____ State _____ Zip _____

Phone _____ Cell _____ Email _____

Moving Permit Requirements:

☐ Destination of structure _____ Move date _____

☐ Attach map and description of moving route

☐ Survey with grade elevations at each lot corner, grade elevations at four corners (NW, NE, SW, SE) of the existing foundation, and elevation at top of entry floor.



Contractor
Initial



Owner
Initial

CONDITION OF PERMIT: Property must be restored within 30 days of building move – utilities abandoned at the property line with a permit, foundation demolished with a separate permit, debris removed, demolition excavation filled to match adjacent grade and seed or sod placed and maintained at disturbed areas. OR A permit must be issued for a new structure within 30 days of the building move.

Demolition Permit Requirements:

- ☐ Sewer and Water disconnected. Permit number _____ Approved by _____ Date _____
- ☐ Fire Dept burning permit if applicable. Permit Number _____ Approved by _____ Date _____
- ☐ Survey with grade elevations at each lot corner, grade elevations at four corners (NW, NE, SW, SE) of the existing foundation, and elevation at top of entry floor.
- ☐ Metropolitan Council Environmental Services SAC credit determination required for commercial demolition OR Owner letter acknowledging their understanding that SAC credits will be denied if credit determination not received in the same calendar year the demolition permit is issued.



Contractor
Initial



Owner
Initial

CONDITION OF PERMIT: Property must be restored within 30 days of demolition – utilities abandoned at the property line with a permit, debris removed, demolition excavation filled to match adjacent grade and seed or sod placed and maintained at disturbed areas. OR A permit must be issued for a new structure within 30 days of the building move.

Applicant Signature

I hereby apply for a permit and attest to the following:

- * All information on this application is complete and accurate.
- * All work will comply with Conditions of Permit, Edina City Code and Minnesota State Building Code.
- * I understand this is an application only, not a permit. Work will not start without an approved, issued permit.
- * All work will be done according to plans approved by the City of Edina when approved plans are required.
- * Erosion and sediment control will be installed before starting work.
- * Effective **July 1, 2015**: Tree Protection Plan required per **Ordinance No. 2014-25**

Applicant's signature _____ Date _____

Applicant's printed or typed name _____

Owner/Applicant Statement - To be completed only when the homeowner is the permit applicant

I understand the State of Minnesota requires residential contractors, residential remodelers and residential roofers be licensed to work in the State unless they qualify for a specific exemption from the licensing requirements. By signing this statement, I certify that I am building or improving this dwelling myself. I claim to be exempt from state licensing requirements because I am not in the business of building on speculation or for resale. I certify I have not built or improved any other residential structures in the State within the past twelve months. I also acknowledge that, because I do not have a state license, I forfeit any mechanic's lien rights to which I may otherwise have been entitled under MS 514.01.

I further acknowledge I may be hiring independent contractors to perform certain aspects of the improvements on this dwelling, and I understand some of these contractors may be required to be licensed by the State. I understand unlicensed residential contracting, residential remodeling and residential roofing activity is a misdemeanor under Minnesota law, and I forfeit my rights to reimbursement from the Contractors Recovery Fund in the event any contractors I hire are unlicensed.

Homeowner's signature _____ Date _____

Homeowner's typed or printed name _____

Contact the Minnesota Department of Commerce, Enforcement Division to determine if a contractor is licensed or exempt or to check on contractor status. Metro: (651) 296-2594, Outstate: 1 (800) 657-3602, www.commerce.state.mn.us/mainbc.htm

***Demolition permits requiring an escrow account can request a refund online after the demolition permit has been closed at:** <http://edinamn.gov/index.php?section=escrow-refund>

Approvals

for office use only

Building Inspections Dept
By _____ Date _____

Planning Dept/Heritage Preservation Board
By _____/_____ Date _____/_____

Engineering Dept
By _____ Date _____

Fire Dept
By _____ Date _____

Police Dept
By _____ Date _____

Public Works Dept
By _____ Date _____

Fees

for office use only

Fixed permit fee ☐ Yes ☐ No _____

Permit fee (by value) ☐ Yes ☐ No _____

State surcharge ☐ Yes ☐ No _____

Investigation fee ☐ Yes ☐ No _____

Escrow (\$2,500) ☐ Yes ☐ No _____

RESIDENTIAL DEMOLITION CHECKLIST



EDINA BUILDING SAFETY GUIDELINES/INFORMATION			
Application Submittal Requirements – Residential Demolition Permit		2007 MSBC 1300.0130	
subject		code reference	
Inspections Department		approval	
department		approval	
Guidelines	#2	5/20/15	1 of 1
policy number	revision number	effective date	page number



Instructions: Please fill out checklist completely and submit with your permit application when all items have been fulfilled.

SITE ADDRESS: _____

Check if Submitted/ Completed	Items Required Prior to Permit Approval
	Executed demolition permit application. Application information must be complete, including owner information and phone number. Must be typed or legibly printed.
	Two copies of the existing conditions survey. Survey to include: a) Grade elevations at each lot corner b) Grade elevations at four corners (NW, NE, SW, SE) of the existing foundation c) Elevation at top of entry floor
	Public Works has been notified at 952.826.0375 to turn off curb stop and remove water meter. Please allow a minimum of 48 hours advance notice. Date notified: _____
	Sewer and Water disconnect: Permit Number ED _____ Approved by _____ Date: _____
	Signature _____ contractor/property owner verification Electrical service is disconnected.
	Signature _____ contractor/property owner verification Natural Gas service is disconnected.
	Completed Construction Management Plan , signed by prime contractor
	A copy of the Neighborhood Meeting Notification letter
	Copy of the list of properties within 300' of the perimeter of the site that were sent notification letters. <i>*Mailing labels may be purchased by contacting the Planning Dept. at 952.826.0369.</i>
	Copy of contract from a licensed abatement contractor verifying the removal of hazardous materials was properly handled, or an asbestos survey indicating the dwelling requires no removal of such materials per MDH Regulations http://www.health.state.mn.us/divs/eh/asbestos/factsheets/asbregpamphlet.pdf
	Provide site safety plan. 4' safety fencing shall enclose existing basement perimeter/excavations with steep slopes.
	Required sign has been posted on site at least 5 days before demolition w/ minimum 4" height address numbers in contrasting color (reflective if possible) and a minimum of 48" above grade.
	Effective July 1, 2015 : Tree Protection Plan required per Ordinance No. 2014-25
	Is shoring required? (YES or NO) When shoring is required: Provide a shoring plan signed by a MN registered engineer.
	Dust control plan. Edina City Code Sec. 10-111(g) states <i>"Dust control is the responsibility of the permit holder. As weather permits, materials subject to demolition shall be thoroughly dampened with water so as to prevent dust."</i> For fire hydrant access, allowed May 1 st -Oct 31 st or other as approved by Public Works, please visit the Public Works Facility (7450 Metro Blvd) to apply for a Hydrant Permit . A private water truck may also be utilized.

***Before commencing demolition, please notify Redevelopment Coordinator at 952.833.9521 or clarson@edinamn.gov no later than 4:00PM the day before demolition begins.**

PLEASE NOTE:

- Prior to release of permit, an onsite inspection will be conducted to verify: signage, silt fence, storm drain inlet protection (seasonal), proper construction entrance and tree protection fencing. If these items are not complete, permit will not be issued.
- If new home construction will not begin immediately following demolition, call Inspections at 952.826.0372 for a hole inspection verifying the removal of all construction debris prior to any filling.
 - Call Inspections at 952.826.0372 after site is filled to match adjacent grade and turf has been established. Restoration required within 30 days of demolition.
- Minnehaha Creek (952.471.0590) and Nine Mile Creek Watershed Districts (952.835.2078) are notified of all demolition permit applications. If you are also applying for a new building permit for your site, please apply for any required watershed permits to expedite the process.

Demo permits are reviewed and approved by the Building, Public Works and Planning Departments. Review times may vary; applicants should allow one week of review time if submittals are accurate and complete. Submitting incomplete plans and documents will cause delays to the review process.

I acknowledge that all required items on the list above are included/have been completed:

Contact person: _____ Signature: _____



Neighborhood Meeting Notification Letter

Per Edina City Code Chapter 10 Article IV. Sec 110 (5) [in part]: *Written notification of demolition.* For a demolition permit, at least 15 days before demolition commences, the permit holder must provide written notification to all property owners within 300 feet of the demolition site notifying the property owners of the proposed demolition and building plans, if applicable, and invite them to a neighborhood meeting. The neighborhood meeting must be held at least five days before demolition commences.

The City of Edina encourages the following information to be included in neighborhood notification letters:

1. Your company's name, a primary contact person's name, phone number and email address
2. The neighborhood meeting date, location and time
3. Anticipated demolition and new construction schedule

To assist you, below please find a sample letter:

Dear Neighbor,

Our company, ABC Builders, will be building a new home for the Hanson family at 12345 Merry Way. Soon we will be preparing the site and existing home for demolition.

We would like to share the plans and survey* with the neighbors and discuss any questions or concerns you may have. We will be available on Wednesday, January 22nd at 12345 Merry Way from 4:00 – 5:00 p.m. There will be a full set of plans and a site survey available for viewing at this meeting. Should this meeting time not work with your schedule, you are welcome to contact me and we can schedule an alternate time to meet individually.

Demolition of the existing home will commence in early February and construction of the new home will begin shortly thereafter. Please know we will make every effort to monitor our subcontractors and craftsmen to ensure sensitivity to your neighborhood and maintain a clean job site. The initial stages of construction do require larger vehicles such as a backhoe trailer and cement trucks, so we will be working diligently in trying to prevent parking issues and appreciate your patience during these stages.

We look forward to the opportunity to bring a new family to Merry Way. If you have any concerns or questions throughout the duration of our construction phase, please feel free to contact me at 123-456-7890 or builder@abcbuilder.com.

Sincerely,

The Builder

ABC Builders

****Having a copy of the property's survey and house plans available for viewing at the meeting is highly recommended.***

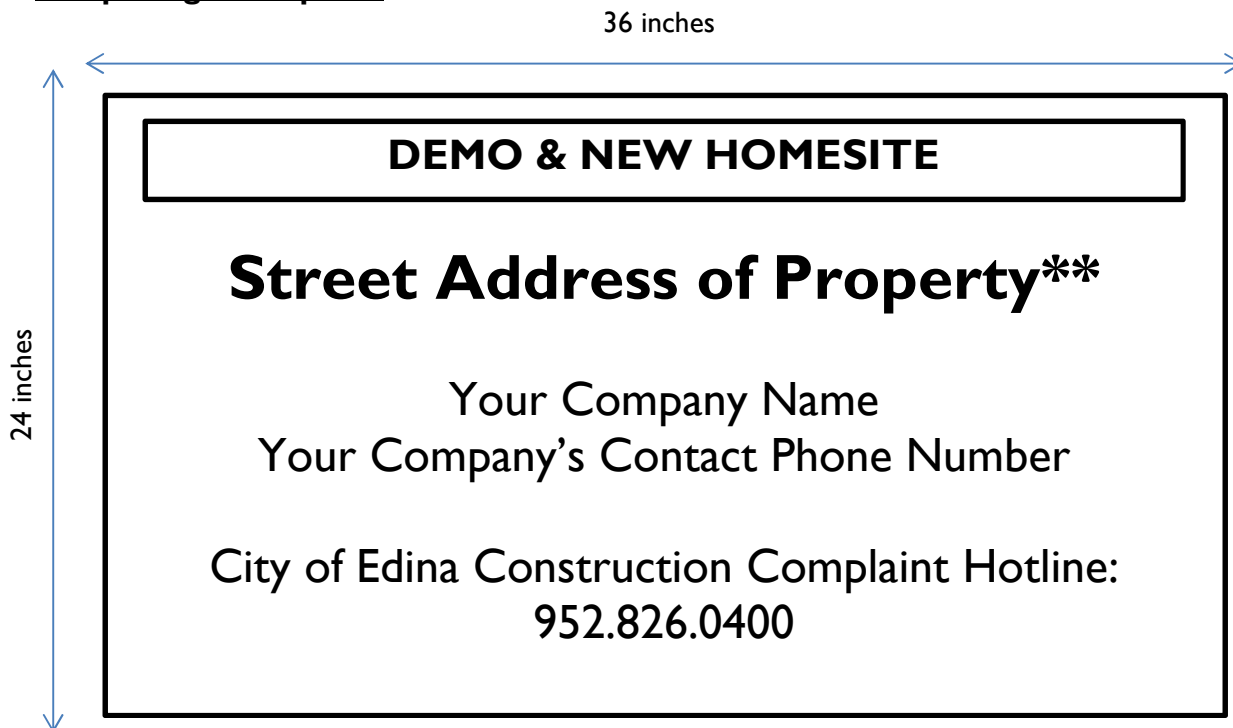


Demolition and Building Permit Signage Requirements

For a Demolition Permit (Edina City Code Chapter 10 Article IV. Sec 110.) - A sign must be posted on the demolition site at least five (5) days before demolition commences identifying the nature of the demolition, the permit holder, a contact name and phone number, and the site address. The sign must also provide a City phone number to call with any questions, complaints or concerns (Construction Complaint Hotline 952.826.0400). The dimension of the sign must be between five (5) and six (6) square feet. The sign and the content of the sign must be visible from the street. The sign must be kept in place until the completion of demolition.

For a Building Permit (Edina City Code Chapter 10 Article IV. Sec 110.) - A sign must be posted on the permit site at least five (5) days before construction commences identifying the nature of the construction, the permit holder, a contact name and phone number, and the site address. The sign must also provide a City phone number to call with any questions, complaints or concerns (Construction Complaint Hotline 952.826.0400). The dimension of the sign must be between five (5) and six (6) square feet. The sign and the content of the sign must be visible from the street. The sign must be kept in place until a certificate of occupancy has been issued.

Sample Sign Template:



*****Per Edina Building Safety Policy, residential addresses shall be displayed with contrasting (and reflective if possible) numbers that are a minimum of 4" high and 48" above grade.***

ORDINANCE NO. 2014-25
AN ORDINANCE AMENDMENT REGARDING
TREE PRESERVATION & SUBDIVISIONS

The City Council Of Edina Ordains:

Section 1. Chapter 10, Article III of the Edina City Code is amended to add Division 3 as follows:
DIVISION III. TREE PROTECTION

Sec. 10-82. Preservation, protection and replacement of Protected Trees: This Division applies to: demolition permits; subdivisions applications; building permit applications for principal and accessory structures including a garage, deck or a pool; and additions to principal and accessory structures.

(1) Purpose: Edina is fortunate to have a robust inventory of mature trees that form an integral part of the unique character and history of the city, and that contribute to the long-term aesthetic, environmental, and economic well-being of the city. The goal of this Section is to preserve Edina's high valued trees, while allowing reasonable development to take place and not interfere with how existing property owners use their property. The purpose of the ordinance is to:

- a. Preserve and grow Edina's tree canopy cover by protecting mature trees throughout the city.
- b. Protect and enhance property values by conserving and adding to the distinctive and unique aesthetic character of Edina's tree population.
- c. Protect and enhance the distinctive character of Edina's neighborhoods
- d. Improve the quality of life for all stakeholders, including city residents, visitors and wildlife.
- e. Protect the environment by the filtering of air and soil pollutants, increasing oxygen levels and reducing CO₂; preventing and reducing erosion and stormwater by stabilizing soils; reducing heat convection; decreasing wind speeds; reducing noise pollution and decreasing the urban heat island effect.
- f. Protect and maintain healthy trees in the development and building permit processes as set forth herein; and prevent tree loss by eliminating or reducing compacted fill and excavation near tree roots.

(2) Definitions:

- a. Protected Tree: Any tree that is structurally sound and healthy, and that meets one of the following:

- i. a deciduous tree that is at least 8 inches dbh, except box elders, poplar, willow, silver maple, black locust, fruit tree species, and mulberry.
 - ii. a coniferous tree that is at least 20 feet in height.
 - b. Removable Tree. Any tree not defined as a Protected Tree, and as defined as an invasive species by the Minnesota Department of Natural Resources.
 - c. Critical Root Zone. The minimum area around a tree that is left undisturbed. The critical root radius is calculated by measuring the tree's diameter at breast height. For each inch of tree diameter, 1.5 feet of root zone radius must be protected. For example, if a tree's dbh is 10 inches, then its critical root zone radius is 15 feet ($10 \times 1.5 = 15$). If the critical root zone must be disturbed for construction or construction activity, a plan for the disturbance shall be submitted subject to review and approval of the city forester to minimize the damage.
 - d. Diameter at Breast Height (dbh). The dbh shall be measured at a height of 4.6 feet.
 - e. Transplanted Tree. A protected tree which is removed from a lot and replanted to another private lot or a public space in Edina.
- (3) Applications must include a tree inventory plan indicating where Protected Trees are located and, their species, caliper, and health. The plan must show how Protected Trees are preserved and protected during construction. The plan must also show if any Protected Trees are proposed to be removed and the location, species and size of all replacement tree(s).
- (4) If a Protected Tree is removed, except as allowed for in paragraph (5), it must be replaced with one (1) tree, subject to the following conditions:
- a. Protected trees must be replaced with species of a similar type (deciduous or coniferous) that are normally found growing in similar conditions and that are included on the list of acceptable replacement species on file with the city forester.
 - b. Replacement trees must be varied by species.
 - c. Replacement trees must not be subject to known epidemic diseases or infestations. Disease or infestation resistant species and cultivars are allowed.
 - d. Replacement trees must be at least two and one-half inches (2.5") in caliper for deciduous trees and a minimum of seven feet (7') tall for coniferous trees.

- e. Replacement tree plans are subject to approval by the City Forester before implementation.
 - f. The tree inventory plan shall be verified at the time of final inspection for the building permit.
 - g. If the city determines that there is no appropriate location for some or all the required replacement trees, those trees will not be required on site. The city shall require the replacement trees on public property if there is no appropriate location on site.
- (5) Protected Trees may be removed without mitigation, in the following areas:
- a. Including, and within a ten-foot (10') radius of, the building pad, deck or patio of a new or remodeled building.
 - b. Including, and within a five-foot (5') radius of driveways and parking areas.
 - c. Including, and within ten-foot (10') radius of installation of public infrastructure improvements including public roadways, stormwater retention areas and utilities.
- (6) Before construction, grading or land clearing begins; city-approved tree protection fencing or other method must be installed and maintained at the critical root zones of the trees to be protected. The location of the fencing must be in conformance with the approved tree preservation plan. The fencing must be inspected by city staff before site work begins. The fencing must remain in place until all demolition and construction is complete.
- (7) No construction, compaction, construction access, stock piling of earth, storage of equipment or building materials, or grading may occur within the critical root zone areas of trees to be protected, unless there are no other on-site alternatives. If there are no other alternatives, a plan for this activity would need to be reviewed and approved by the city forester. A reasonable effort must be made when trenching utility lines to avoid the critical root zone.
- (8) When construction is complete all trees to remain must have the soil out to their drip line aerated and de-compacted. Aerating must include multiple concentric circles of 1" holes, 2" deep, or as recommended by an arborist.
- (9) If Protected Trees were removed within one (1) year prior to the date the development, subdivision application, demolition and building permit applications were submitted, these Protected Trees are also subject to the replacement policy set forth in paragraph (4) above.

- (10) Any transplanted tree shall not be counted as a protected tree that is removed under this section and shall not count as a tree that requires replacement under this section.

Section 2. Chapter 32. Article III. Evaluation of Plats and Subdivisions is hereby revised as follows:

Subsection 32-7. (Subdivisions.) Variances are hereby amended as follows:

Sec. 32-7. Variances.

(a) *Grant by Council.* In connection with the preliminary or final approval of a plat or subdivision the Council may grant variances from the provisions of this Section. The Council shall grant variances only upon finding that an unusual hardship exists as to the land within the plat or subdivision, and specifically that:

- (1) That there are special circumstances or conditions affecting the property such that the strict application of the provisions of this title would deprive the applicant reasonable use of their land.
- (2) That the granting of the variance will not be detrimental to the public health, safety and welfare or injurious to other property in the territory in which property is situated.
- (3) That the variance is to correct inequities resulting from an extreme physical hardship including topography, or inadequate access to direct sunlight for solar energy systems.

A grant of a variance by the Council shall be deemed to include a favorable finding on each of the variance grounds set out above even if not specifically set out in the approval resolution or the minutes of the Council meeting.

(b) *Conditions.* In granting a variance the Council may impose conditions to ensure compliance with the purpose and objectives of this Section and other applicable provisions of this Code and to protect adjacent properties. The conditions may be made a part of any Development Contract required by article IV of this chapter.

Section 3. Chapter 32. Article III. Evaluation of Plats and Subdivisions is hereby revised as follows:

Sec. 32-130. Considerations.

- (1) Whether the physical characteristics of the property, including, without limitation, topography, vegetation, susceptibility to erosion or siltation, susceptibility to flooding, use as a natural recovery and ponding area for storm water, and potential disturbance of

slopes with a grade of 18 percent or more, are such that the property is not suitable for the type of development or use proposed.

- (2) Whether development within the proposed plat or subdivision will cause the disturbance of more than 25 percent of the total area in such plat or subdivision containing slopes exceeding 18 percent.
- (3) Comply with Section 10-82.

Section 4. Chapter 36. Article VIII. Districts and District Regulations is hereby revised to add the following:

Sec. 36-437. Requirements for lot areas and dimensions.

- (5) *Variances from Section 36-437.* When Variances are requested from Section 36-437, requirements for lot areas and dimensions, the Planning Commission and City Council may consider the following criteria in addition to Section 36-98:
 - a. The impact of the proposed plat or subdivision, and proposed development, on the character and symmetry of the neighborhood as evidenced and indicated by, but not limited to, the following matters:
 - i. The suitability of the size and shape of the lots in the proposed plat or subdivision relative to the size and shape of lots in the neighborhood; and
 - ii. The compatibility of the size, shape, location and arrangement of the lots in the proposed plat or subdivision with the proposed density and intended use of the site and the density and use of lots in the neighborhood.
 - b. The impact of the proposed plat or subdivision, and proposed development, on the environment, including but not limited to, topography, steep slopes, vegetation, naturally occurring lakes, ponds and streams, susceptibility of the site to erosion and sedimentation, susceptibility of the site to flooding and water storage needs on and from the site.
 - c. The consistency of the proposed plat or subdivision, and proposed development, and compliance by the proposed plat or subdivision, and the proposed development, with the policies, objectives, and goals of the Comprehensive Plan.
 - d. The compliance of the proposed plat or subdivision, and the proposed development with the policies, objectives, goals and requirements of chapter 36 including, without limitation, the lot size provisions and the floodplain overlay district provisions of chapter 36.

- e. The impact of the proposed plat or subdivision, and proposed development on the health, safety and general welfare of the public.
- f. The relationship of the design of the site, or the improvements proposed and the conflict of such design or improvements, with any easements of record or on the ground.
- g. The relationship of lots in the proposed plat or subdivision to existing streets and the adequacy and safety of ingress to and egress from such lots from and to existing streets.
- h. The adequacy of streets in the proposed plat or subdivision, and the conformity with existing and planned streets and highways in surrounding areas. Streets in the proposed plat or subdivision shall be deemed inadequate if designed or located so as to prevent or deny public street access to adjoining properties, it being the policy of the City to avoid landlocked tracts, parcels or lots.
- i. The suitability of street grades in relation to the grades of lots and existing or future extension of the City's water, storm and sanitary sewer systems.
- j. The adequacy and availability of access by police, fire, ambulance and other life safety vehicles to all proposed improvements to be developed on the proposed plat or subdivision.
- k. Whether the proposed plat or subdivision, or the improvements proposed to be placed thereon are likely to cause substantial environmental damage.

Section 5. This ordinance is effective July 1, 2015.

First Reading: December 16, 2014
Second Reading: February 17, 2015
Published: March 26, 2015

Attest

Debra A. Mangen, City Clerk

James B. Hovland, Mayor

Please publish in the Edina Sun Current on Wednesday, March 26, 2015
Bill To Edina City Clerk
Send Two Affidavits Of Publication

Watershed Boundaries

